DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 2319.1D
20
JAN 1 4 2000

NAS LEMOORE INSTRUCTION 2319.1D

From: Commanding Officer, Naval Air Station, Lemoore

Subj: MESSAGE PREPARATION AND HANDLING

Ref: (a) NTP 3 (J)
        (b) SECNAVINST 5530.30A
        (c) SECNAVINST 5530.36
        (d) NASLEMINST 5511.2M
        (e) NTP 3 SUPP-1 (K)
        (f) Message Dissemination System (MDS) Administration
            Documentation
        (g) Message Dissemination System (MDS) User Documentation

Encl: (1) Zulu Time Conversion Chart
        (2) Communication Service Request

1. Purpose. To issue message preparation, handling and delivery procedures for Naval Air Station (NAS) Lemoore departments and tenant activities.

2. Cancellation. NASLEMINST 2319.1C

3. Discussion. Message transmittal will only be used when a timely response or notification is of a critical nature or if directed by higher authority to respond by message. All messages will be prepared using the information outlined in reference (a) and handled or destroyed per references (b) through (d). In all other instances every effort should be made to minimize message traffic by using alternate procedures such as standard naval letters.

4. Message Text Format Editor Program (MTF). All outgoing message traffic will be prepared utilizing the Message Text Format (MTF) Editor Program. For detailed instructions on how to use MTF refer to reference (a). Once accessed, the program provides cues and prompts for the required entries for each field.

    a. In the Configure/Setup of the MTF Editor the following is required:

        (1) Originator Routing Indicator (RI) field must be filled with your command/organization's code (i.e. RUWFLBR for NAS Lemoore departments).

   (2) For a comeback copy, the Destination (RI) field must be filled with (RHMCSUU).

   (3) The Language Media Format entry must be (TT) vice the (AA) which initially appears.

   (4) Commonly used Content Indicator Codes (CIC) are (UUUU) or (ZYUW). Special CIC's include:

    (a) Ammunition Transaction Report (ATR)

    (b) ATR's (NBAT)

    (c) Casualty Report or CASREP's (NGCN)

 b. In Message preparation, ensure the correct Date Time Group is used for message creation. Station Serial Number field must be filled in with any four-digit number deemed acceptable by your command/organization. All messages must be thoroughly screened by the drafter and Distribution Plain Language Verification System (DPVS) program for errors before downloading from the MTF Editor Program onto a diskette or releasing through Message Chop and Release (MCR).

   (1) When releasing a message through MCR, the message is coded with an electronic signature and sent to Automated Information System (AIS) Gateguard Section, Hangar 5 via the station Wide Area Network (WAN). Releasers are to provide the same security for their signature card as they would a STU III key.

   (2) When manually delivering a message to Gateguard, a Diskette Releasing Document (DRD) and a draft copy of the message are to be printed after downloading the message(s) to a diskette. Insert the diskette, DRD, and draft copy of message(s) into a folder clearly marked with the highest classification of the information stored on the diskette before delivery to the AIS Gateguard Section, Hangar 5, for transmittal.

5. <u>Plain Language Addresses (PLA)</u>. Use only valid PLA's. Do not rely on the PLA listed on formerly generated messages. Always verify "TO" and "INFO" addressees PLA using the DPVS program with current updates from Naval Telecommunication Command Bulletin Board System (BBS) or Web page. For Address Indicator Groups (AIG) or Collective Address Designators (CAD), refer to Sections II and III of reference (e). The DPVS program is available to station departments logged onto the Gateguard Server, via the following path: MDS\DPVS\DPVSE.BAT.

6. <u>Message Releasing Authority</u>. Personnel authorized to release messages will sign the MTF generated DRD form when messages are hand carried to the Gateguard Section for release. The diskette

and signed original DRD will be delivered to the AIS Gateguard Section (per paragraph 4). The Gateguard System Operator will time stamp the DRD form for each diskette received and return a copy to the individual delivering the diskette. The time stamped copy of the DRD form is the releasing authority's receipt for the diskette. No DRD form is required when releasing messages via MCR.

7. <u>Minimize Requirements</u>. Messages addressed to minimize affected addressees may only be released by the Commanding Officer, Executive Officer, Command Duty Officer and department heads. Only time critical operational information will be sent to these areas. The last sentence of the message must read "RELEASED BY", followed by the rank and name of the releasing officer/individual.

8. <u>Message Release System and</u> <u>Message Dissemination System (MRS/MDS)</u>. MRS takes messages coming in from Gateguard computer and redistributes the messages based on profiles. These profiles are established for each station department based on that department's message requirements. The messages are then sent, via the station WAN, to department MDS's located on Servers throughout NAS Lemoore. Information for managing MDS can be found in references (f) and (g), which come with the MDS installation files. Copies are available from the AIS Department, Code 20.

9. <u>Message Pickup and Delivery</u>. For manual pickup/delivery of messages, each serviced command or department is responsible for generating a message pickup/delivery letter or memorandum. Only personnel designated in writing by their servicing command or department will be authorized to pickup, download or deliver message traffic. Authorization letters will be prepared for all personnel in a department authorized to pickup messages. A separate letter of authorization is required for pickup of classified messages, as well as the level of classification they are authorized to pickup. The letters of authorization are to be updated on a semi-annual basis or when personnel are transferred or no longer authorized to pickup messages. The authorization letters are to be addressed to NAS Lemoore AIS Department (Code 20), Gateguard Section.

   a. Authorization letters will include the individual's:

      (1) name

      (2) rank or grade

      (3) social security number

      (4) level of security clearance

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b. All messengers will have a current identification card.

c. Military personnel must be in the uniform of the day.

10. Classified Pickup. Only personnel with appropriate clearance level and designation (by letter or memorandum as in paragraph 9 above) will be authorized to pickup classified messages.

a. All messengers will have a current identification card and a locking-type container (i.e., briefcase, etc.) in their possession when picking up classified messages.

b. Military personnel must be in the uniform of the day.

11. Message Destruction. Classified messages will be handled and destroyed per references (b), (c) and (d). Unclassified messages that do not contain privacy act data can be torn into four pieces and placed in a trash bin.

12. Message Support Request. Use enclosure (2) to request message services (i.e. Copy of message, add/edit/delete a profile, recover lost messages, etc.). Submit request to AIS Department Gateguard Section, Code 20.

13. Message Hardware/Software Services. For message software/hardware support, contact AIS Department, Helpdesk, Code 20 for assistance.

14. Gateguard Web Page Support. Current versions of MTF/MDS software, MCR documentation and NTP3 (J)/NTP3 SUPP1 (K) documentation can be found on the NAS Lemoore home page http://home.lemoore.navy.mil under the NAS Lemoore File Archives, subtitle Gateguard Message Trafficking Programs. The DPVS program/updates are currently available via the following Web Page: http://www/nctc.navy.mil/dpvs/dpvs.htm.

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Distribution: (NASLEMINST 5215.2W)
List A and C
American Red Cross
NAVCALAB
NMCRS

ZULU TIME CONVERSION CHART

STANDARD	DAYLIGHT SAVINGS	ZULU
0030	0130	0830
0130	0230	0930
0230	0330	1030
0330	0430	1130
0430	0530	1230
0530	0630	1330
0630	0730	1430
0730	0830	1530
0830	0930	1630
0930	1030	1730
1030	1130	1830
1130	1230	1930
1230	1330	2030
1330	1430	2130
1430	1530	2230
1530	1630	2330
1630	1730	0030
1730	1830	0130
1830	1930	0230
1930	2030	0330
2030	2130	0430
2130	2230	0530
2230	2330	0630

COMMUNICATION SERVICE REQUEST

_____
(Date)

From: _____
      (Requesting Activity/Department/Office Code/Phone No.)

To: Automated Information Systems (Code 20), Gateguard
       Section, Naval Air Station, Lemoore

1. Request following communication service action on message indicated.

_____   Copy(s) (Message must have been addressed to requesting
         activity)

_____   Extra copy(s) (Specify number) _____

_____   Delete key word(s) from profile list _____
                                        [Key word(s)]

_____   Add key word(s) from profile list _____
                                    [Key word(s) must be
                                      within the first five
                                      lines after the first
                                      BT of a message]

_____   Other internal distribution change(s)

_____   Other _____

_____

_____
(Message Originator)   (DTG)   (Month)   (Year)

Signature: _____

(For Gateguard Section use)

_____   Action Taken

_____   Action Not Taken. Why? _____

_____

_____